



CBSL Board of Directors (BOD) Position Descriptions

President – The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (g) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for selection to any tournament team.
- (h) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.
- (i) Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.
- (j) Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.
- (k) Review and approve any non-budgeted purchases up to and equal to \$1,000.00. Non-budgeted purchases greater than \$1,000.00 require Board of Director approval.

Vice President of Baseball – The Vice President of Baseball shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Be responsible for overseeing the following divisions:
 - 1. Big Red Bat
 - 2. Tee Ball
 - 3. Baseball Rookies
 - 4. Baseball Minors
 - 5. Baseball Majors
 - 6. Baseball Juniors
 - 7. Baseball Seniors
- (d) Ensure Baseball Division Coordinators follow the policies and procedures outlined in the league's bylaws.
- (e) Provide continuous direction to Division Coordinators throughout the baseball season.
- (f) Ensure the district baseball scheduling meetings have adequate representation.
- (g) Manage the baseball coaches as follows:
 - 1. Represent coaches/managers within CBSL.
 - 2. Present a coach/ manager training budget to the board.
 - 3. Gain the support and funds necessary to implement a league-wide training program.
 - 4. Order and distribute training materials to players, coaches and managers.
 - 5. Coordinates mini-clinics as necessary.
 - 6. Serve as the contact person for Little League and its manager-coach education.
 - 7. Receive and distribute coaching information from Little League International and distribute to all coaches and managers.

Vice President of Softball –The Vice President of Softball shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Be responsible for overseeing the following divisions:
 - 1. Softball Rookies
 - 2. Softball Minors
 - 3. Softball Majors
 - 4. Softball Juniors
 - 5. Softball Seniors
- (d) Ensure softball Division Coordinators follow the policies and procedures outlined in the league's bylaws.
- (e) Provide continuous direction to Division Coordinators throughout the softball season.
- (f) Ensure the district softball scheduling meetings have adequate representation.
- (g) Manage the softball coaches as follows:
 - 1. Represent coaches/managers within CBSL.
 - 2. Present a coach/ manager training budget to the board.
 - 3. Gain the support and funds necessary to implement a league-wide training program.
 - 4. Order and distribute training materials to players, coaches and managers.
 - 5. Coordinates mini-clinics as necessary.
 - 6. Serve as the contact person for Little League and its manager-coach education.
 - 7. Receive and distribute coaching information from Little League International and distribute to all coaches and managers.

Secretary – The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, email lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- (d) Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
- (e) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (f) Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (g) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (h) Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.
- (i) Be responsible for the scheduling of all remote (virtual) general and BOD meetings under the direction of the President and/or Designee.

Treasurer – The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

Player Agent – The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- (c) Conduct tryouts, player draft, and all other player transactions or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Baseball, Incorporated of any subsequent player replacements or trades.

Safety Officer – The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting which may include:
 - 1. Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - 2. Compliance – Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - 3. Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
 - 4. Background Checks - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).
 - 5. Training – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League Regulation I(c)10 and as outlined in the Little League Child Protection Program.
 - 6. Child Protection Program – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.

Information Officer – The Information Officer shall:

- (a) Manage the league's official website (www.cbsl.com) and the league google platform, including:
 - 1. Access
 - 2. Administrative rights
- (b) Manage the online registration process.
- (c) Assigns administrative rights to league volunteers.
- (d) Serve as the primary point of contact for Little League and cbsl.org.
- (e) Be responsible for guaranteeing league roster submission to Little League Baseball, Inc. accurately and timely.

Equipment Manager – The Equipment Manager shall:

- (a) Be responsible for overseeing the distribution and collection of equipment for baseball and softball at the beginning and end of each playing season.
- (b) Partner with the Division Coordinators to ensure coaches have the necessary equipment to run practices and games.
- (c) Be responsible for soliciting bids for equipment.
- (d) Be responsible with forwarding all equipment quotes to the Board of Directors for approval.
- (e) Be responsible for completing equipment evaluations at the end of each season.
- (f) Be responsible for the distribution and collection of all keys and lock combinations used by CBSL coaches and Board of Director officials.
- (g) Maintain all equipment sign-out sheets.
- (h) Report to the Board of Directors the status of any outstanding equipment at the end of each playing season.
- (i) Be responsible for maintaining and monitoring all off-site storage facilities (where applicable).

Umpire-In-Chief (UIC) – The Umpire-In-Chief shall:

- (a) Serve as coordinator of and advises the league President on the league umpire program.
- (b) Responsible for recommending umpires to the league President for appointment to the league umpire roster.
- (c) Recruit and retain volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines.
- (d) Coordinate and assist with conducting umpire clinics at league and district level.
- (e) Communicate rule changes to league umpires.
- (f) Schedule league umpires for regular season games.
- (g) Evaluate league umpires using established guidelines to maintain program integrity.
- (h) Further continual improvement, and prepare league umpires for advancement to tournament levels.
- (i) Communicate with and provide updates to the District Umpire Consultant on the league umpire program.
- (j) Attend Umpire Training programs at the District, State, Region, and/or Headquarters.

Director of Communications and Social Media – The Director of Communications and Social Media shall:

- (a) Develop and publish engaging content (text, images, videos, graphics) that aligns with the brand's voice and goals.
- (b) Monitor social channels, respond to comments and direct messages, and foster an active and positive online community.
- (c) Plan, create, and manage social media campaigns, including paid advertising to increase visibility and reach.
- (d) Develop and maintain editorial calendars and social media strategies to meet organizational goals.
- (e) Track and analyze social media performance metrics to understand audience engagement and optimize future strategies.
- (f) Stay informed about the latest social media trends, platform updates, and best practices to adapt strategies accordingly.

Director of Sponsorships and Uniforms – The Director of Sponsorship and Uniforms shall:

- (a) Annually develop the league's sponsorship program for board approval.
- (b) Solicit and secure local sponsorships to support league operations.
- (c) Collect and review sponsorship opportunities.
- (d) Provide eligible sponsors legal business names and logos to the Information Manager to be put on the website.
- (e) Work with a printing vendor to get sponsor banners printed and coordinate with Special Events Volunteer Coordinator to get the banners hung up on fences.
- (f) Annually, prepare a request for proposal (RFP) to be sent to at least three uniform vendors.
- (g) Prepare a summary of uniform vendor proposals for board approval. The board selected uniform vendor can be used for a full year for additional uniform orders as long as their prices don't significantly change (more than 5 percent) without additional board approval.
- (h) Work with the player agent to prepare and submit uniform orders.
- (i) Work with the Special Events Volunteer Coordinator to distribute uniforms to head coaches.
- (j) Maintain records of companies and monies secured through sponsorship.

Director of Merchandise and Fundraising – The Director of Merchandise and Fundraising shall:

- (a) Annually prepare a request for proposal (RFP) to be sent to at least three merchandise vendors.
- (b) Prepare a summary of merchandise proposals for board approval. The board selected merchandise vendor can be used for a full year for additional merchandise orders as long as their prices don't significantly change (more than 5 percent) without additional board approval.
- (c) Serve as the main liaison for the board approved merchandise vendor for periodic updates.
- (d) Develop fundraising strategies for CBSL
- (e) Organize and implement approved league fundraising activities.
- (f) With the support of the Special Event Volunteer Coordinator, coordinate participation in fundraising activities.
- (g) Maintain records of monies secured through merchandise and fundraising initiatives.

Tournament Coordinator – The Tournament Coordinator shall:

- (a) Verify players and teams meet all eligibility requirements.
- (b) Draft and revise local tournament rules and ensure all teams are aware of and comply with all Little League rules and regulations.
- (c) Work with league officials to develop the annual tournament schedule.
- (d) Organize all necessary supplies, including awards, signage, and equipment.
- (e) Distributes tournament information, schedules, and brackets to coaches and team managers. Field questions from teams and parents.
- (f) Tracks and manages the tournament's budget.
- (g) Select the on-site director during tournaments who will oversee game-day operations and ensure everything runs on schedule.
- (h) Serve as the primary point of contact for questions and conflicts that arise, handling issues related to officiating, rules, and general game flow.
- (i) Organize and assign duties to volunteers for various roles, such as site director and scorekeeping. The Special Events Volunteer Coordinator can assist with this.
- (j) Oversee the recording and publishing of all game results and standings.
- (k) Provide regular updates to the board of directors on tournament activities and outcomes.
- (l) Conduct a post-tournament evaluation to identify areas for improvement and ensure lessons learned are incorporated into future event planning.

Special Events Volunteer Coordinator – The Special Events Volunteer Coordinator shall:

- (a) Organize and coordinate volunteers for specific events, such as Opening Day activities, photo days, with positions, and tasks to ensure activities are covered.
- (b) Serve as a primary contact person for volunteers, communicating important league information and providing ongoing support.
- (c) When necessary, track volunteer hours.
- (d) Work with the Director of Sponsorships and Uniforms to ensure volunteers are recruited to assist with distributing league uniforms.
- (e) During the Little League Tournament, work with the Tournament Coordinator to organize and assign duties to volunteers for various roles, such as site director and scorekeeping.
- (f) Work with the director of Merchandise and Fundraising to coordinate participation in fundraising activities.